

Memorandum

TO : Acting Director of Logistics

FROM : Chief, Transportation Division/OL

SUBJECT: Monthly Activity Report (March)

DATE: 3 April 1963

V 1. PROJECTS AND STUDIES IN PROCESS

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V c. Transfer of Emergency Use Vehicle

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One of three buses held at [REDACTED] for use at [REDACTED] upon declaration of DEFCON III emergency condition was approved for transfer to [REDACTED] to meet current as well as emergency requirements. The remaining two buses will continue to be held on standby at [REDACTED]. This action was coordinated with Planning Staff/OL.

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DOCUMENT NO. [REDACTED]
NO CHANGE IN CLASS. ☐
☐ DECLASSIFIED
CLASS. CHANGED TO [REDACTED] s@ 2011
NEXT REVIEW DATE: [REDACTED]
AUTH: [REDACTED]
DATE 08/10/81 REVIEWER: 01899.5

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SUBJECT: Monthly Activity Report

d. Amendment of Weather Emergency Roster

LI 20-6, Weather Emergencies, was revised to update the Transportation Division portion of Annex A, the roster of essential employees for weather emergencies.

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✓ e. Distribution of Pamphlets

[REDACTED]

f. Centralization of Document Distribution

On 8 March, a document processing and distribution section was established in the Cargo Branch to provide a central point for distribution of the Agency Shipping Document, [REDACTED], to Headquarters and field elements. Activation of this section has expedited the flow of documents.

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2. GENERAL ITEMS OF INTEREST

✓ a. Transfer of Agency Property Between Headquarters Buildings

During March, 394,181 pounds of Agency office supplies and equipment were transferred between the Headquarters building, [REDACTED] and [REDACTED] by use of Agency trucks. This total includes 30,000 pounds of [REDACTED] supplies and equipment moved from [REDACTED] to [REDACTED]

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b. Major Shipments to and from East Coast Points

(1) During the month, 200 cases, 82,187 pounds of general cargo were delivered by Agency truck from [REDACTED] to [REDACTED]. Enroute 107 cases, 9,251 pounds were de-

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(2) 322 cases, 18,794 pounds of general cargo were delivered to [REDACTED] and 69 cases, 8,674 pounds to [REDACTED] by Agency truck.

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(3) 19 pieces, 1,309 pounds of office equipment destined for [REDACTED] and 22 pieces, 2,582 pounds for [REDACTED] were delivered to [REDACTED] Company for shipment.

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Approved For Release 2001/08/09 : CIA-RDP78-04608A000200010073-2

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on the functions and responsibilities of Division components.

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(2) [REDACTED] Logistics trainee, also was
accorded orientation and briefing.

3. SPECIAL PROBLEMS

None



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Distribution:

Orig & 1 - Addressee
1 - TD File

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OL/TD/P&C/[REDACTED] (3 April 1963)

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